

BID NUMBER 21-01

RANKIN COUNTY SCHOOL DISTRICT
INVITATION FOR BID
1220 APPLE PARK PLACE
BRANDON MISSISSIPPI 39042
TELEPHONE
(601) 825-5590

INVITATION: Sealed bids, subject to the conditions herein stated and attached hereto, will be received at this office until **:00 p.m., MONDAY, JULY 20, 2020**, local time and then publicly opened, read aloud and taken under advisement for furnishing the products/services listed below:

DESCRIPTION:

**FRONTIERS – EXTENDED DAY ENRICHMENT PROGRAM
SNACKS FOR FISCAL YEAR 2021**

The Rankin County Board of Education shall openly meet at the Rankin County School District Administrative Office Building, located at 1220 Apple Park Place, Brandon MS on **WEDNESDAY, JULY 22, 2020 at 7:30 a.m.**, at which time bids for the purchase of the aforementioned products/services shall be awarded to the lowest and best bidder, provided, however that the Rankin County Board of Education shall have the right to reject any and/or all bids submitted and to waive any informalities.

Items required, specifications, and bid forms may be obtained via the following web address: www.rcsd.ms/bids. You may also obtain the documents in person at the Administrative Office Building of the Rankin County School District, located at 1220 Apple Park Place, Brandon Mississippi.

Bidder must submit bid and attachments to: Lance Fulcher, Director of Purchasing, Rankin County School District, 1220 Apple Park Place, Brandon, Mississippi.

Electronic bids **may** be submitted through the website www.rcsdplans.com. Electronic bids are not required by the RCSD, but offered as another means to submit a bid.

Inquiries regarding this bid should be directed to: Sherrye C. Thompson, Frontiers Extended Day Enrichment Program, at dom200@rcsd.ms.

VENDOR BID INSTRUCTIONS

B-1 - DELIVERY OF BIDS:

1. The Rankin County Board of Education will receive sealed, competitive bids in the Office of the Director of Purchasing, Administrative Office Building of the Rankin County School District, 1220 Apple Park Place, Brandon, Mississippi, as per the date and time specified on page 1, at which time the bids will be publicly opened, read aloud and taken under advisement.
2. The Bid Proposal form must be received on or before said date and time, neither the dating of the Bid Proposal form nor placing it in the mail by this date will meet the requirements pertaining to this bid. Any bid received after the bid opening date shall be marked **"LATE BID"** and returned to the Bidder unopened.
3. The district will not be responsible for any delays in delivery. It is the sole responsibility of the Bidder that bid proposals reach the above destination by the bid opening date and time.
4. Bids or alterations by fax, telephone or email **WILL NOT** be accepted.
5. If the Rankin County School District Administrative Office Building is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the district shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the district shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the district offices as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the district prior to the new date and time of the bid opening.

B-2 - PRICES:

1. Bid prices, unless otherwise specified, shall be net, including transportation and handling charges fully prepaid by the Bidder.
2. All bids must be firm prices, free of any escalator clauses.
3. Prices should include any and all applicable taxes, as Rankin County School District is a tax-exempt governing authority, tax exemption letter furnished upon request.
4. While it is the intention of the Rankin County Board of Education to purchase the specified quantities, the right is reserved to accept bids on the basis of individual line item or by total bid price which ever is deemed to provide the maximum benefit to the district. The right is also reserved to omit any item or reduce quantities as necessary to bring the total cost within budgetary provisions.
5. Any bid on any item should include a unit price and an extended price if requested on the Bid Proposal form. If there is any discrepancy between the unit price written in the bid and the total price extension, the unit price will be considered as binding and the extended price will be adjusted accordingly.

B-3 - BID ADDENDUM:

1. Any interpretation of the documents will be made by written addendum only issued by the office of the Director of Purchasing and a copy of such addendum will be posted on the district website. The district will not be responsible for any other explanation of the proposed document.
2. As per Mississippi Code of 1972, as amended; SEC. 31-7-13. Bid requirements and exceptions; (iv) No addendum to bid specifications may be issued within two (2) working days unless such addendum also amends the bid opening date to a date not less than five (5) working days after the date of the addendum.

B-4 - PROPER EXECUTION

1. All bids must be submitted in accordance with Section 31-7-13 of Mississippi Code of 1972 as amended, and must be properly executed and signed by a responsible officer or employee of the Bidder.
2. All bids must be typed or written (legibly) in ink. Any alterations or changes that are made must be done in ink and initialized by the person who signs the Bid Proposal form.
3. Bids should be checked before submission for accuracy and correctness since the Rankin County Board of Education **WILL NOT** be responsible for any errors for which the Bidder is responsible.
4. The district reserves the right to reject bids from Bidders who submit incomplete bids that do not specifically adhere to the bid instructions herein.
5. To prevent opening by unauthorized individuals, it is required that the Bid Proposal form be delivered in an envelope clearly marked in the lower left-hand corner with the following information:

DATE: (date the bid is submitted)

DUE: (date the bid is due)

BID NUMBER: (on bid documents)

BIDDERS NAME: (company/full name)

B-5 - CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

By signing the BID PROPOSAL FORM the Bidder certifies, in connection with procurement, that to the best of their knowledge and belief:

- A. The prices in the BID PROPOSAL FORM have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition; as to any matter relating to such prices with any other Vendor or Bidder.
- B. Unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the Bid Opening Date and Time specified on page 1 of the BID INSTRUCTIONS, directly or indirectly with any other Vendor or Bidder.
- C. No attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a BID PROPOSAL for the purpose of restricting competition.

B-6 - BID WITHDRAWAL and MODIFICATION:

1. Bids may be modified or withdrawn by written notice from or in person by the Bidder, if received in the Office of the Director of Purchasing, two (2) working days prior to the stated bid opening date and time on page 1 of the BID INSTRUCTIONS.
2. No withdrawals will be accepted by telephone, fax or email.
3. If a Bidder withdraws his bid, all documents shall remain in the possession of the Rankin County Board of Education, marked as withdrawn, and included in the permanent file of that bid item.
4. No bids shall be withdrawn for a period of thirty (30) days following the bid opening date, unless otherwise provided for by law.

B-7 - BID OPENING:

1. All bid openings are open to the public. The Rankin County School District staff will read a summary of each bidder's proposal and answer questions to the extent possible at the time. Any information provided in the bid which contains trade secrets or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.
2. All disclosures of bid information to interested parties will be made in compliance with Rankin County School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

B-8 - RIGHT TO REJECT BIDS:

The Rankin County Board of Education reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

B-9 - BID ACCEPTANCE:

1. If Rankin County School District accepts a bid in response to this request, it will accept the bid of and award the bid to the lowest and best responsive bidder meeting specifications, price and other factors considered. The low bid is not always the best bid. Other factors to be considered include, but are not limited to: conformity to the specifications; quality; bidder's ability to provide service, maintenance, and training; past performance of bidder; financial standing and status of the bidder.
2. Unless otherwise stated in the BID SPECIFICATIONS all bids shall be binding for a minimum of thirty (30) days following the acceptance of the bid by the Rankin County Board of Education.
3. If bidder wishes to be notified of bidder who was awarded the bid, he should include a self-addressed stamped envelope with his bid. The envelope should be marked with the **BID NUMBER** located on the BID PROPOSAL form.

B-10 - BILLING/ORDERING

1. All items or services shall be billed to the individual school(s) or department(s) to which they are delivered or performed, unless otherwise specified in the BID SPECIFICATIONS.
2. All invoices are due in the Administrative Office Building of the Rankin County School District, Post Office Box 1359, 1220 Apple Park Place, Brandon, Mississippi 30942, on or before the last day of each month. If they are not received by that date payment will not be made until the following month.
3. Weekly invoices should be provided by vendor and signed for delivery by Frontiers Office staff.
4. Payment of above described invoices shall be on the 2nd Wednesday of each month.
5. No negotiations, decisions or actions shall be executed by any bidder as a result of any discussions with any District employee. Only transactions that are on a Rankin County School District purchase order may be considered official.

B-11 - DAMAGE OR LOSS:

1. Any damage or loss to the Rankin County School Districts property as a result of any action by the successful Bidder in the execution or performance of any item or service in this bid, shall be repaired to the satisfaction of the Rankin County Board of Education, at the Bidders expense, within a reasonable time set forth by the Rankin County Board of Education.
2. The successful Bidder shall hold the Rankin County Board of Education, Rankin County School District, its Officers, Agents and Employees harmless from liability of any nature or kind whatsoever, because of use of by publisher or author, manufacturer or agent of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this bid.

B-12- Delivery:

1. The specifications will indicate if delivery is to be made to one (1) central location or to multiple locations within the District.
2. It is understood that the Bidder agrees to deliver all items prepaid (F.O.B. Destination) to an inside point or points of receipt. All related cost for delivery are to be borne by the Bidder and should be included in their bid.
3. Any items requiring unpacking and/or assembly and/or installation WILL BE UNPACKED, ASSEMBLED, INSTALLED AND SET IN PLACE AND MADE FULLY OPERATIONAL BY THE SUCCESSFUL BIDDER AT THEIR OWN EXPENSE, at the time and place designated by the Rankin County School District, unless otherwise stated in the bid specifications.
4. Under no circumstances will the Rankin County School District assume any responsibility in connection with deliveries of the bid items.
5. If the successful Bidder fails to deliver by the specified delivery date or a reasonable time thereafter, giving acceptable reasons for delay, the Rankin County Board of Education reserves the right to cancel the portion which he has failed to deliver within the specified time and/or to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Bidder.

BID SPECIFICATIONS

C-1. GENERAL SPECIFICATIONS:

This bid is to establish prices for the purchase of snacks for the Frontiers Extended Day Enrichment Program for fiscal year 2021 (August 2020 – June 2021).

C-2. QUALITY ASSURANCE:

To assure high and satisfactory quality, design and operation of products, reference has been made to brand names; however, it is not the intention of the Rankin County Board of Education to limit competition and items of brands that are equal in quality, design and operation of the stated items will be given full consideration. The use of said brand names is to establish the minimum acceptable quality.

C-3. REQUIREMENT AND PROCEDURES:

1. All snacks must be in individual serving sizes, factory packaged.
2. Actual order number per week will depend on current enrollment. Enrollment needs are projected to average 1,300–1,600 snacks per day or approximately 6,500-8,000 snacks per week.
3. Orders will be placed weekly for one week's worth of snacks at a time. These snacks should be delivered at no charge to the 135 S. College St. address each week on the day determined by Frontiers.
4. One day, no charge delivery is required if additional snacks are needed during the week.
5. A wide variety of products are essential.
6. Unused and/or unwanted full case snacks must be exchangeable/returned for credit without a restocking fee.
7. Weekly invoices should be provided and signed by Frontiers Office staff.
8. Payment will be made by monthly through the Purchase Order process.
9. Bid award will be made to the vendor providing the largest variety of snacks at the best overall price.

C-4. PRODUCT DESCRIPTION: (see the Bid Proposal form for complete listing)

BID NUMBER: 21-01

BID PROPOSAL FORM

BID ITEM: FRONTIERS – EXTENDED DAY ENRICHMENT PROGRAM SNACKS FOR FY 2021

- D-1** I/We propose to provide the services, more or less, as listed in this BID PROPOSAL FORM according to the specifications as listed in this bid, at the indicated prices. I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened.
- D-2** I/We understand that this BID PROPOSAL FORM is to be signed and returned with our bid, and unless this has been done, our bids shall be considered incomplete and rejected.
- D-3** I/We, the undersigned, do hereby understand and accept the conditions outlined in the BID INSTRUCTIONS and BID PROPOSAL FORMS of this official bid process in submitting our sealed competitive quotations for the item(s) outlined under the BID SPECIFICATIONS section of this bid:

Firm / Bidders Name : _____
(Type or Print)

Signed : _____

Title : _____

Contact : _____

Address : _____

Telephone : _____

Date : _____



FRONTIERS EXTENDED DAY ENRICHMENT PROGRAM

the after-school program of Rankin County School District
 135 S. College Street
 Brandon, MS 39042
 (601) 825-9714

SNACKS FOR 2020-2021

ITEM	BRAND NAME	APPROX. WEIGHT	CASE COUNT	PRICE PER SNACK
BAKED GOODS:				
Fruit Pies – Apple	Freshley's	4.5 oz	48	
Cinnamon Roll	Clover Hill	4 oz	32	
Pecan Twirl	Freshley's	3 oz	48	
Danish – Cheese	Clover Hill	4 oz	32	
Vanilla Coated Marshmallow-Filled Cookie	Chattanooga	2.75 oz	48	
Toaster Pastry – Strawberry, Frosted	Kellogg's	3.6 oz	72	
Toaster Pastry – Blueberry, Frosted	Kellogg's	3.6 oz	72	
Toaster Pastry – Apple Strudel	Kellogg's	3.6 oz	72	
Animal Crackers	Stouffer	2.15 oz	80	
Crackers, Toast – Cheddar	Lance	1.38 oz	120	
Crackers, Toast – Peanut Butter	Frito Lay	1.38 oz	96	
Crackers, Cheese – Peanut Butter	Frito Lay	1.38 oz	96	
Chocolate Chip Cookie – Big 2/pk	Frito Lay	2.75 oz	60	
Peanut Butter Cookie – Big 2/pk	Frito Lay	2.75 oz	60	
Goldfish Cracker – Cheese	Pepperidge Farms	1.5 oz	72	
Creme Sandwich Cookies	Snackwell's	1.7 oz	60	
Grandma's Mini-Vanilla Cookies	Frito Lay	2.12 oz	60	
Pretzels	Frito Lay	1 oz	88	
Goldfish Cracker – Kickin' Ranch	Pepperidge Farms	1.5 oz	72	
Muffins – Blueberry	Otis Spunkmeyer	4 oz	24	
Muffins – Banana	Otis Spunkmeyer	4 oz	24	
Muffins – Chocolate Chip	Otis Spunkmeyer	4 oz	24	

ITEM	BRAND NAME	APPROX. WEIGHT	CASE COUNT	PRICE PER SNACK
BAKED GOODS (<i>continued</i>):				
Chips Ahoy – 100 calories	Kraft	.81 oz	72	
Oreo Cookies – 100 calories	Kraft	.81 oz	72	
Honey Maid Cinnamon Sticks – 100 cal	Kraft	.81 oz	60	
Nabs – Whole Grain – Cheese on Wheat	Lance	1.38 oz	120	
Nabs – Jalapeno Cheddar	Lance	1.38 oz	120	
Nabs – Grilled Cheese	Lance	1.38 oz	120	
Nabs – Nekot	Lance	1.38 oz	120	
Nabs – Van-O-Lunch	Lance	1.38 oz	120	
Chex Mix	General Mills	1.75 oz	60	
Chex Mix – Strawberry/Yogurt	General Mills	1.75 oz	60	
Cupcake	Freshley's	3.5 oz	36	
Ding Ding Cupcakes – Chocolate	Hostess or Dolly Madison	2.22 oz	36	
Nutty Buddy Bar (contains peanut butter)	Freshley's	2 oz	96	
Sweet & Salty Mix	Kar	2 oz	100	
Snackwell Cookies	Snackwell	1.7 oz	40	
Oreos Cookie Sleeve	Nabisco	2.4 oz	120	
Nutter Butter Sleeve	Nabisco	1.9 oz	48	
CHIPS:				
Lance Popcorn	Lance/Snyder	1 oz	60	
Onion Flavored Rings	Frito Lay	.75 oz	50	
Corn Puffs – Cheese	Frito Lay	.875 oz	88	
Snack Mix w/pretzels, tortilla chips & corn sticks	Gardetto	1.75 oz	60	
Sun Chips – Salsa	Frito Lay	1.0 oz	104	
Cheese Curls	Frito Lay	.50 oz	50	

ITEM	BRAND NAME	APPROX. WEIGHT	CASE COUNT	PRICE PER SNACK
CHIPS (<i>continued</i>):				
Corn Chips	Frito Lay	1.0 oz	104	
Tortilla Chips – Nacho Cheese	Frito Lay	.50 oz	50	
Cheese – Baked Crunchy	Frito Lay	.875 oz	88	
Baked Tortilla Chips – Nacho Cheese	Frito Lay	.50 oz	50	
Baked Cheeto Crunchy – Flaming Hot	Frito Lay	.875 oz	50	
Potato Skins – Steak & Potato	Poore Bros	1 oz	72	
Sour Cream & Cheddar	Frito Lay	1 oz	104	
Babyback Rib Chips	Herbs	1 oz	84	
Kickin’ Ranch	Herbs	1 oz	84	
Creamy Dill Pickle	Herbs	1 oz	84	
Honeycurl	Herbs	1 oz	42	
Potato Chips – BBQ	Frito Lay	.50 oz	50	
Potato Chips – Plain	Frito Lay	.50 oz	50	
Potato Chip – Vinegar Salt	Frito Lay	1 oz	104	
Potato Chip – Sour Cream & Onion	Frito Lay	1 oz	104	
Bugles	General Mills	1 oz	60	
Bugles – Nacho	General Mills	1 oz	60	
Smart White Cheddar Popcorn	Frito Lay	.625 oz	50	
Hot & Honey Puffs	Herbs	1 oz	42	
Jalapeno Popper	Herbs	1 oz	42	
Chili Cheese	Frito Lay	1 oz	104	
Cool Ranch	Frito Lay	1 oz	104	
Plain Chips	Toms	1 oz	48	
BBQ Chips	Toms	1 oz	48	
Sour Cream & Onion Chips	Toms	1 oz	48	
Vinegar & Salt	Toms	1 oz	48	

ITEM	BRAND NAME	APPROX. WEIGHT	CASE COUNT	PRICE PER SNACK
MISCELLANEOUS:				
Sweet & Salty Almond Granola Bar	Nature Valley	1.2 oz	128	
Apple Cinnamon Cereal Bar	General Mills	1.2 oz	96	
Nutri-grain Cereal Bar – Blueberry	Kellogg's	1.3 oz	96	
Nutri-grain Cereal Bar – Strawberry	Kellogg's	1.3 oz	96	
Nutri-grain Cereal Bar Apple Cinnamon	Kellogg's	1.3 oz	96	
Rice Krispies Treat – Original	Kellogg's	1.3 oz	80	
Special K Bar – Blueberry	Kellogg's	.81 oz	72	
Special K Bar – Strawberry	Kellogg's	.81 oz	72	
Cereal Bar – Cinnamon Toast	General Mills	1.4 oz	96	
Cereal Bar – Cocoa Puff	General Mills	1.4 oz	96	
Cereal Bar – Trix	General Mills	1.4 oz	96	
Crunchy Granola Bars – Peanut Butter	Nature Valley	1.5 oz	168	
Crunchy Granola Bars – Maple Brown Sugar	Nature Valley	1.5 oz	168	
Animal Snacks – Low Fat	Bisco Merick	2.125 oz	80	
Low Fat Fig Bar	Kraft	2.1 oz	60	
Kar Nuts – Salted	Kar	1 oz	100	
Fruit by the Foot	Betty Crocker	.75 oz	28	
Mixed Fruit Snack – Reduced Fat	Welch's	2.25 oz	48	
Cheese Its – Cheese	Keebler	1.5 oz	60	
Cheese Its – White Cheddar	Keebler	1.5 oz	60	
Nutter Butter Cookies (bag)	Nabisco	1.75 oz	60	
Sugar-Free Wafer Cookies	Golden Batch	2.1 oz	144	
Raisins	Kar	1 oz	100	
Fruit Snacks – Strawberry	Welch's	2.5 oz	48	
Fruit Snacks – Fruit Punch	Welch's	2.5 oz	48	
Fruit Snacks – Berries N Cream	Welch's	2.5 oz	48	
Pecan Sandies	Kellogg's	1.75 oz	60	

ITEM	BRAND NAME	APPROX. WEIGHT	CASE COUNT	PRICE PER SNACK
MISCELLANEOUS (<i>continued</i>):				
Oatmeal Raisin Cookie	Famous Amos	2 oz	60	
Lorna Doone Sleeve Cookies	Kraft	1.5 oz	120	
Quaker Oaks Snack Mix – Kids	Frito Lay	.875 oz	104	
Mondelez Wheat Thin Veggie	Mondolez	1.75 oz	60	
Special K Crisps - Blueberry	Kellogg's	.88 oz	81	
Special K Crisps – Strawberry	Kellogg's	.88 oz	81	
Snack Mix Cranberry Almond Delight	Kars	1.25 oz	100	
TGI Friday Cheddar Bacon Bites	Herrs	1.75 oz	55	
Almond Biscuits	Nature Valley	1.35oz	96	
HEALTHY CHOICE:				
Baked Crunchy Cheetos	Frito Lay	.875 oz	104	
Spicy-Low Fat Doritos	Frito Lay	1 oz	72	
Low Fat Doritos	Frito Lay	1 oz	72	
Fantastic Chili Sticks	Frito Lay	1 oz	104	
Low-Fat Cool Ranch Chips	Frito Lay	1 oz	72	
Flaming Hot Fries	Frito Lay	1 oz	104	
Whole Grain Cheese Its	Kellogg's	1 oz	60	
Rice Krispy Treats – Whole Grain	Kellogg'	1.41 oz	80	
Cashews	Kars	1 oz	100	